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ABSTRACT

This collective bargaining agreement between the Maine Vocational Technical Institute System Board of Trustees and the Maine Teachers Association establishes rights of management and the association for the period 1989-1991. The 26 Articles in this agreement cover the following areas: (1) recognition of bargaining agents; (2) union security; (3) grievance procedure; (4) paid leaves of absence; (5) unpaid leaves of absence; (6) rights of the faculty association; (7) management rights; (8) probation; (9) evaluation; (10) discipline; (11) resignation; (12) personal and academic freedom; (13) work year; (14) benefits; (15) salary; (16) posting of vacancies; (17) seniority; (18) reduction in force and recall; (19) transfers; (20) class size and teaching load; (21) miscellaneous stipulations (includes no strike or lockout, no discrimination, and severability clauses); (22) personnel files; (23) safety requirements; (24) labor/management committees; (25) workers'compensation; and (26) duration. Salary schedules for the separate periods 1989-90 and 1990-91, schedule criteria, stipend compensation formula, a grievance form, evaluation criteria/procedure, and day schedule by current campus practice are appended. (GFW)

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Maine Vocational Technical Institute System

Board of Trustees

AGREEMENT

with the

Maine Teachers Association

VTI Faculty Unit

1989-1991

JC900413

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ARTICLE 1. RECOGNITION

The Maine Vocational Technical Institute Trustees (hereafter "Trustees") recognizes the Maine Teachers Association (hereafter "the Association") as the sole and exclusive bargaining agent for the faculty and instructors (hereafter "the faculty") in the Vocational Technical Institutes pursuant to 26 M.R.S.A. S1022.

ARTICLE 2. UNION SECURITY

A. Within thirty (30) days following the effective date of this Agreement, all faculty who are covered by this Agreement and who are not members of the Association shall be provided and required to choose from the options of membership in the Association, the payment to the Association of a service fee equal to eighty percent (80%) of Association dues as a contribution towards the costs of collective bargaining, contract administration and the adjustment of grievances or exclusions from both. Any faculty member thereafter who is or who becomes covered by the Agreement and is not a member of the Association shall be provided and required to choose from such options within thirty (30) days after such conditions are met. A failure to choose membership or the eighty percent (80%) service fee options shall constitute a choice of exclusion from both.

B. Any faculty member choosing either the option of membership in the Association or the option of payment of the eighty percent (80%) service fee through payroll deduction shall be required to sign a written payroll deduction authorization form authorizing deduction from his/her pay of the membership dues or service fee from the thirtieth (30th) day following the effective date of the Agreement or the day thereafter the faculty member becomes covered by the Agreement and such written authorization shall be irrevocable for the term of this Agreement.

C. Any faculty member choosing exclusion from both the membership and the eighty percent (80%) service fee options shall so notify both the Association and Executive Director in writing and shall be bound by such choice for the term of the Agreement and shall be entitled to the services of the Association under the Agreement only upon payment to the Association of reasonable fees, including reasonable fees for faculty representative services and attorneys' fees, and cost and expenses, including arbitrators' fees and expenses incurred by the Association.

Any such faculty member complying with these conditions shall be entitled to Association services under the Agreement only on the same basis and under the same terms as Association members and faculty members paying the eighty percent (80%) service fee.

D. Any faculty member who becomes covered by this Agreement after its effective date, or who has previously selected Association membership, may change his/her dues or service fee deduction status each year during the period August 15 to September 15 by

giving written notice to the Executive Director with a copy to the Association.

E. The Association shall indemnify, defend and hold the State harmless against all claims and suits which may arise as a result of action taken pursuant to this Article.

F. The Executive Director shall inform all faculty members in writing of their obligation to make an election as specified in paragraph A, B, and C above. Such notice shall be given to individuals in writing within five (5) days after the execution of this Agreement, or within five (5) days of being covered by this Agreement, whichever is applicable.

NOTE: For purposes of this Article, the term Association is defined to include VTI Faculty Association, Maine Teachers Association and National Education Association.

ARTICLE 3. GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: A dispute concerning the meaning or application of the specific terms of this Agreement.

2. Grievant: A faculty member, a group or class of faculty members or the Association. When a group or class action is initiated, a reasonable effort must be made to name all members of such group or class.

3. Director: The Director of the institute or his/her designee.

4. Executive Director: Executive Director of Maine Vocational Technical Institute or his/her designee.

5. Days: Workdays unless otherwise specified.

B. Oral Procedure

1. Within thirty (30) calendar days of the act, or omission, or first reasonable knowledge of the event that gave rise to a grievance, the grievant shall present his/her claim orally to the Director.

2. Within five (5) days of oral notification that a grievance exists, the Director shall discuss the grievance with the grievant.

3. Within five (5) days of such discussion, the Director must give an oral response to the grievant.

C. Written Procedure

1. Within ten (10) days of the oral response, the grievant

may present his/her grievance in writing on the grievance form, Appendix E, to the Director if the oral response did not resolve the grievance.

2. The Director must respond to the grievant in writing within ten (10) days of receipt of the written statement of the grievance.

3. Either side may request a meeting to discuss the written grievance further. Such meeting is mandatory if requested by either party within ten (10) days of the Director's receipt of the written grievance. If such meeting is held, the ten (10) days for written response begins to toll on the date of the meeting.

D. Appeal to Executive Director

1. If the grievant is not satisfied with the response at the Director's level, the grievant may appeal in writing to the Executive Director within ten (10) days of receipt of the response.

2. The statement of appeal should be accompanied by a copy of the written statement of the grievance and the Director's written response prepared pursuant to Paragraph C of this Article.

3. The Executive Director shall meet with the grievant within twenty (20) days of receipt of the appeal. The Executive Director shall respond in writing within ten (10) days of the meeting.

E. Arbitration

1. If the grievant is not satisfied with the response at the Executive Director's level, the Association may appeal the Executive Director's decision to arbitration by notifying the Executive Director by letter of such intent within fifteen (15) days of receipt of the Executive Director's response.

2. The Executive Director and the Association representative shall meet to select a mutually agreeable arbitrator within five (5) days of receipt of intent to arbitrate. If the parties have met, but are unable to agree upon an arbitrator within ten (10) days of the meeting, the Association may file a Demand for Arbitration with the American Arbitration Association ("AAA"). The arbitrator shall then be selected through the AAA in accordance with AAA rules then in effect. The Demand for Arbitration should include both a copy of the written Statement of Grievance submitted pursuant to Paragraph C of this Article and the Executive Director's written response.

3. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agree-

ment. The arbitrator shall have no authority to add to, subtract from or modify any provisions of this Agreement. The decision of the arbitrator shall be final and binding on the parties consistent with applicable law and this Agreement.

4. The costs for the services of the arbitrator shall be borne equally by the parties.

5. The arbitrator shall fix the time and place of the hearing, taking into consideration the convenience of the parties. The arbitrator shall be requested to issue a written decision within thirty (30) days after completion of the proceedings. The arbitrator shall be bound by the rules of the AAA which are applicable to labor relations arbitrations and which are in effect at the time of the arbitration. In the event of a disagreement regarding the arbitrability of an issue, the arbitrator shall make a preliminary determination as to whether the issue is arbitrable. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

F. Miscellaneous

1. If the act or omission which gave rise to the grievance affects a group of faculty members at more than one campus, the grievance shall be initiated at the level of the Executive Director, but the oral procedure must be utilized.

2. Failure to initiate or appeal a grievance within the time limits stated herein shall be a forfeiture of all rights to the grievance procedure as it concerns that matter.

3. To the extent possible, grievances shall be investigated and handled to minimize interference with the regular work schedule.

4. A faculty member shall be represented at any level of the grievance procedure only by himself/herself and/or by an Association designated representative, or professional staff or counsel of the Maine Teachers Association.

5. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the faculty members.

6. All meetings and hearings under this procedure shall be conducted in private and shall include only the parties in interest and their designated representatives.

7. In the event that a grievance is not timely answered by the Director or Executive Director at any step in the procedure, the grievant or the Association, as appropriate, may file at the next step in the procedure.

8. No grievance orally resolved shall constitute a precedent

for any purpose unless agreed to in writing by the Executive Director and the Association.

9. The time limits in this Article may be extended by mutual agreement of the Association and the Director or Executive Director and/or his/her designee at any step of the grievance procedure.

10. The form which should be used for filing a grievance is in this Agreement as Appendix E.

ARTICLE 4. PAID LEAVES OF ABSENCE

A. Sick Leave

1. A faculty member shall be credited with one (1) day of sick leave if he/she is in pay status fifteen (15) days within the month. Services shall begin on the date of System employment and time on layoff, suspension or leave without pay shall not be counted in determining the completion of a full month of service.

2. A part-time faculty member shall be granted sick leave in the same proportion that his/her part-time service bears to full-time service. Service shall begin on the date of System employment and time on layoff, suspension or leave without pay shall not be counted in determining the completion of a full month of service.

3. Unused sick leave may be accumulated to a total of one hundred twenty (120) days. When the maximum limitation has been accumulated, days that would normally thereafter be earned shall lapse, but shall be recorded by the System. Any faculty member who has such lapsed sick leave to his/her credit may apply to the Executive Director to have the sick leave restored in the event of an extended illness or injury. The Executive Director shall authorize restoration of all or any part of the lapsed sick leave after thorough investigation including complete medical reports of the illness or injury requiring continued absence of the faculty member. In the event the Executive Director denies lapsed sick leave, the faculty member may request written specific reasons from the Executive Director who shall respond in a timely manner.

4. Sick leave shall be granted to faculty members only under the following conditions:

a. When a faculty member cannot perform his/her duties because he/she is incapacitated by personal illness, injury or disability.
b. By necessity of medical or dental care that cannot be scheduled outside of working hours.
c. By exposure to contagious disease under circumstances in which the health of the faculty member with whom associated or members of the public

necessarily dealt with would be endangered by attendance on duty.

d. Up to five (5) days in each contract year for illness in the immediate family of the faculty member that requires the attendance of the faculty member. Immediate family shall mean the spouse and the parents of the spouse, parents, guardian, children, stepchildren, brothers, sisters, grandparents, grandchildren or wards of the faculty member.

5. Faculty members shall make every effort to notify their supervisor of their pending absence prior to the start of their school day.

6. A faculty member may be required to submit a statement from his/her physician concerning the reasons for medical absence and his/her ability to return to work following such absence. Any faculty member absent for five (5) consecutive days or more may be requested to submit a physician's statement that he/she was unable to work and is now able to return to work.

7. All sick leave shall expire on the date of separation from service with the System, and no faculty member shall be paid for his/her accrued sick leave credits at the time of the termination of his/her employment. This section shall not apply if the faculty member transfers to another unit of State government which allows transfer of sick leave credit, in which case all accumulated sick leave from the System shall be transferable up to the limits allowed by the unit of government to which the faculty member is transferring.

8. Unused sick leave may be used for purposes of establishing creditable service for retirement purposes up to a maximum of ninety (90) days.

9. The Executive Director shall provide a written statement to each faculty member at or about the beginning of each school year indicating the total of sick leave credit earned, utilized and accumulated.

10. A faculty member who commences employment at the beginning of a work year shall be granted full sick leave entitlement at the beginning of the year.

11. A faculty member who commences employment after the beginning of the work year shall be granted sick leave as of the first day of employment at the rate of one (1) day per month to the end of the work year.

12. Should a faculty member resign having taken more sick leave days than having been earned at the rate of one (1) day per month, the faculty member will forfeit pay for the unearned days.

B. Sabbatical Leave

1. Purpose. Sabbatical leave must represent an effort to improve the professional capability of an individual faculty member.

In the interest of rewarding professional performance and encouraging professional growth, the Executive Director will grant sabbatical leave to the extent that he/she determines what is financially practicable and under the following procedures:

a. Any faculty member who has completed seven (7) continuous years of service to the school shall be eligible to apply for a sabbatical leave.
b. Application shall be to the Director on a form prepared by the Executive Director and submitted no later than January 1 of the year of the requested leave.
c. Notification to a successful applicant(s) shall be made no later than April 1 of that year.
d. Any faculty member accepting sabbatical leave shall enter into a written agreement with the Executive Director which shall provide that in the event the faculty member resigns from school service before the completion of one (1) year of service after the expiration of the sabbatical leave, he/she shall reimburse the System for that amount which the unfulfilled one (1) year period bears to the full amount granted during such leave.
e. The faculty member on sabbatical leave shall submit periodic reports on his/her work. Following completion of the sabbatical leave the faculty member shall submit a final report on his/her research or study to the Director.
f. Each faculty member on sabbatical leave shall have the right to return to a position substantially the equivalent to his/her former position or to the same position if it is available.
g. Faculty members granted sabbatical leave shall receive full salary if leave is for a half year or half salary if leave is for a full year.
h. The VTI System will make available a minimum of two (2) sabbatical leaves for the System, contingent upon available funds. The Executive Director will encourage participation by all campuses.

C. Military Leave

Faculty members who are members of the National Guard or other authorized State military or naval forces, and those employees who are members of the Army, Air Force, Marines, Coast Guard or Naval Reserve shall be entitled to leave of absence from their respective duties for their annual two (2) week training periods without loss of base pay and shall accrue sick and annual leave and seniority during such period up to seventeen (17) cal-

endar days in any calendar year specified under the provisions of the National Defense Act or Armed Forces Reserve Act of 1952. To the extent possible, such leaves shall be taken in periods when classes are not in session. Faculty members shall, when possible, provide notification to the Director of the Institute two (2) weeks prior to the date he or she reports for duty. A copy of military leave orders shall be presented not later than five (5) days after receipt of such order.

D. Jury Duty

When a faculty member submits proof of the necessity of jury service or is subpoenaed as a witness on his/her workday in matters involving other than private litigation, the faculty member shall be granted a leave of absence with no charge against leave credits and shall be paid the difference between the pay for such service and his/her regular pay. The faculty member must notify the Director within one (1) working day of his/her selection for such duty.

E. Personal Leaves

Faculty members shall be eligible for two (2) days of leave per year for personal business that cannot be conducted outside the workday. A request for this leave shall be submitted to the Director for approval at least three (3) days in advance and shall state the general nature of the personal business. If a personal leave day is requested because of an emergency situation, the three (3) day notice requirement shall be waived.

F. Bereavement Leaves

Each faculty member shall be allowed up to four (4) days of leave with full pay for absences resulting from the death of a member of the faculty member's immediate family. Immediate family shall mean the spouse and parents of the spouse, parents, guardian, children, step-children, brothers, sisters, grandparents, grandchildren or wards of the faculty member.

Each faculty member shall be allowed up to one (1) day of additional bereavement leave for each absence resulting from the death of a spouse or child. Such additional bereavement leave days shall be deducted from the faculty members accumulated sick leave.

Each faculty member will be allowed up to three (3) days of leave with full pay for the absence resulting from the death of the employee's significant other living in the same household with the employee.

ARTICLE 5. UNPAID LEAVES OF ABSENCE

A. Upon application of a faculty member, a leave of absence without pay may be granted by the Executive Director for a period of medical disability. The Executive Director may, from

time to time, require the faculty member to submit a certificate from the attending physician or from a designated physician. If the System designates the physician, it shall pay the costs for obtaining such certificate. In the event of a failure or refusal to supply such certificate, or if the certificate does not clearly show sufficient disability to preclude the faculty member from the performance of his/her duties, the Executive Director may cancel such sick leave and require the faculty member to report for duty on a specified date. Should the faculty member fail to report to work within the designated time, his/her employment shall be terminated.

B. Leaves of absence for other reasons may be applied for but such leave may be granted at the discretion of the Executive Director under such terms and conditions mutually agreed to by the faculty member and the Executive Director.

C. Childbearing and adoption leave will be granted without pay for a period not to exceed one (1) year. Once the initial leave has been granted, it shall not be extended. Employees shall be allowed to retain insurance benefits during such leave, at the employee's expense.

ARTICLE 6. RIGHTS OF THE ASSOCIATION

A. Association Access to Employees

1. Representatives of the Association will be granted access to faculty members for the purpose of administering this Agreement, processing grievances and other Association business at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Association representatives shall notify the Director's office when entering a facility for such purposes.

2. The Executive Director shall supply the Association upon request with the names and school addresses of all faculty members each year at no cost to the Association. The Executive Director shall supply the Association with the names and school addresses of all new faculty members as soon as practicable after employment.

B. Bulletin Boards

1. The Executive Director shall continue to provide present bulletin board space for the use of the Maine Teachers Association and Local Faculty Association.

2. The Executive Director retains the right to remove any posted materials not signed by the Association's designated representative.

C. Use of Facilities

1. The Executive Director shall continue to provide to the Maine Teachers Association and the Local Faculty Association appropriate Institute facilities under the same guidelines, procedures and restrictions, subject to prior approval, as presently established. The Maine Teachers Association shall reimburse the Institute for any additional costs occasioned by use of Trustee facilities pursuant to this Article.

2. All meetings in Trustee facilities shall be held during the faculty member's non-work time, and in non-work areas.

3. In no event may such use of Trustee facilities interfere with the performance of faculty member's duties, or violate the Institute's security regulations and policies.

D. Negotiation Representatives

The Association and the Executive Director agree to allow two (2) faculty members per Institute to attend contract negotiations between the parties upon notification by the Association that negotiations are requested. Class coverage shall be arranged by the faculty member and approved by the Director.

E. Grievance Representatives

The Association may designate one (1) steward for each Institute who shall be allowed reasonable time to investigate and process grievances, consult with the grievant and attend grievance hearings or meetings during the normal working hours of the Institute. Such activities shall not interfere with or obstruct instructional or campus responsibilities.

The Association commits itself to a reasonable use of this privilege and understands that a steward must fulfill his/her assigned responsibilities.

The Association shall provide the Executive Director with a list of all faculty members who are to be stewards. Any changes shall be promptly reported.

F. Release Time for President

The President of the Faculty Association shall be granted release time equal to six (6) credit hours each semester. The Association will notify the Executive Director of the name of the Association President as soon as possible after their election to office.

ARTICLE 7. MANAGEMENT RIGHTS

The Trustees hereby retain and reserve unto itself all rights, powers, authorities, duties and responsibilities conferred upon it and vested in it by statutes and the Constitution of Maine. In all matters not specifically covered by language within this Agreement, the Trustees shall have the clear right to

make decisions in such areas, on a unilateral basis.

ARTICLE 8. PROBATION

A. All faculty members shall serve a probationary period of up to three (3) years. Contracts shall be issued annually. Nonrenewal of contracts of probationary faculty members shall be at the discretion of the Director. Probationary faculty members whose contracts are not renewed shall be given written notification of at least ten (10) weeks. Such faculty member shall have the opportunity to appeal the decision of the Director to the Executive Director whose decisions shall be final.

B. Faculty members who have completed their three (3) year probationary period shall receive six (6) months prior notice in the event that their contract is not renewed.

ARTICLE 9. EVALUATION

A. Faculty evaluation is recognized as a cooperative effort with the express purpose of achieving excellence in effective and purposeful classroom instruction.

B. Faculty members with continuing contract status shall be evaluated each year, in accordance with the criteria and procedures adopted by the Executive Director and set forth in Appendix F of this Agreement. (Appendix F will be reviewed and amended or replaced as appropriate by a committee comprised of members appointed by the Executive Director and the President of the Faculty Association. A new form will be implemented beginning July 1, 1989.) Probationary faculty members shall be evaluated twice a year.

C. All monitoring or observation of faculty member for the purpose of evaluation shall be done with the knowledge of the faculty member.

D. A faculty member will be given a copy of a written report of his/her evaluation which shall be prepared by his/her evaluator within one (1) week of the evaluation and the faculty member may request a conference to discuss such evaluation report. The faculty member shall have the evaluation report at least one (1) day prior to any such conference. The faculty member may offer written comments in response to any evaluation report and such response shall be attached to the file copy.

E. Student evaluations may be used by the faculty member's evaluator in preparing his/her evaluation. Student evaluations shall not be placed in the faculty member's personnel file, either in original or summary form. Student evaluations will be made available to faculty members as soon as possible.

F. Faculty members will be evaluated by qualified persons designated by the Director.

G. Final evaluation of a faculty member upon termination of

his/her employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such faculty member after severance or otherwise than in accordance with the procedures set forth in this Article.

ARTICLE 10. DISCIPLINE

A. No faculty member covered by this Agreement shall be reprimanded or suspended without just cause.

B. No faculty member with continuing contract status shall be discharged or suffer non-renewal of contract except for just cause.

C. No faculty member shall be suspended without pay or discharged without notice in writing.

D. A faculty member may meet with the Director or his/her designee to discuss the action proposed or taken within three (3) days after receipt of the suspension or dismissal notice. The faculty member, if he/she chooses, may have a representative of the Association present to advise and/or represent him/her at this meeting.

E. Any faculty member suspended without pay or dismissal may grieve directly to the Executive Director at Step 2 of the grievance procedure within fifteen (15) days after the faculty member becomes aware of such disciplinary action.

F. The Association shall be given prompt written notice of the discharge, suspension or non-renewal of any faculty member.

G. A faculty member who is given a written reprimand shall be notified that a copy of the reprimand will be sent to the Association's steward if the faculty member requests it. The faculty member shall be given the opportunity to make this request when the reprimand is issued.

ARTICLE 11. RESIGNATION

A faculty member shall give no less than thirty (30) days, but sixty (60) days whenever possible, written notice of resignation prior to the start of a new teaching assignment.

ARTICLE 12. PERSONAL AND ACADEMIC FREEDOM

A. The personal life of a faculty member is not a concern of the Trustees except as it may directly prevent the faculty member from performing properly his/her assigned responsibilities during the workday.

B. Faculty members shall be entitled to full rights of citizenship and no religious or political activities of any faculty member or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional

employment of such faculty member provided that said activities do not violate any local, state or federal law.

C. The Trustees and the Association agree that academic freedom is essential to the fulfillment of the purposes of the institutional system, and they acknowledge the fundamental need to protect faculty members from any censorship, threat or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Furthermore, outside of the academic scene the faculty member shall have no less freedom than any other citizen.

D. Faculty members shall be guaranteed full freedom in classroom presentation and discussion and may introduce politically, religiously or otherwise controversial material, provided only that said material is relevant to the course content.

E. In performing their teaching functions, faculty members shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content, provided, however, that when they do so they make every effort to indicate that they are speaking personally and not on behalf of the institute, the administration or the Trustees.

F. The Trustees encourage the teaching, investigating and publishing of findings in an atmosphere of freedom and confidence. This spirit and philosophy is based on the belief that when students have the opportunity to learn from a variety of sources and opinions in an atmosphere of honest and open inquiry, they will develop a greater knowledge and maturity of judgment. No limitations shall be placed other than those required by generally accepted standards of responsible academic professionalism. Therefore, the freedom of each faculty member to present within his/her classroom the truth as he/she understands it in relation to his/her area of professional competence is essential to the purposes of vocational, technical, and nursing programs.

ARTICLE 13. WORK YEAR

A. Work Year

1. Faculty members will be contracted for various periods as determined by the needs of the System. The basic annual contract will commence no earlier than the third Monday of August and end no later than the third Saturday of May. This shall not preclude a faculty member from contracting on a voluntary basis for a period other than within these limits.

2. The basic work year for faculty members shall be one hundred sixty-seven (167) days, with no less than seven (7) non-student contact days. Of the seven (7) non-contact days, up to five (5) may be scheduled by the school administration and two (2) by the faculty member. The work year for faculty members on extended contracts in excess of one hundred sixty-seven (167) days shall be extended on a prorated basis (i.e., BASE SALARY

divided by 167 x the total number of days of the contract) with no less than seven (7) non-student contact days.

3. In instances where additional services are required beyond those contracted for by faculty members, qualified faculty members will be given first consideration in conformance with state laws and policies.

4. All faculty members shall receive a copy of the faculty calendar for the following year no later than May 1 of the preceding academic year.

B. Professional Responsibilities

1. All committee work will be staffed by mutual agreement between the Director and faculty member whenever possible. If this is not possible, workload will be shared equitably among the faculty.

2. As professionals, faculty members are expected to devote the necessary time to carry out the responsibilities of their position.

3. Faculty members are expected to maintain a relationship with craft committees consistent with the requirements of their positions.

C. Work Schedules

1. A campus workday will consist of a day and evening schedule:

a. For the day schedule, classes will be scheduled between 8:00 AM and 5:00 PM as described in Appendix G.
b. Classes for the evening schedule are between 1:00 PM and 9:00 PM or between 2:00 and 10:00 PM depending upon campus requirements. Evening work hours will not exceed those of the day schedule.

2. Faculty members hired after July 1, 1989, will be assigned to either schedule depending upon campus requirements. Faculty members hired prior to July 1, 1989, may not be assigned to the evening schedule without their consent.

ARTICLE 14. BENEFITS

A. Tuition Waiver

1. The Director shall honor requests from faculty members for tuition-free entrance to Vocational Technical Institute for credit courses on a space available basis as their schedule permits.

2. Tuition waiver shall be extended to dependent children of faculty members who are accepted as students in full-time

programs through the normal admissions process. Dependent children of part-time faculty shall be eligible for tuition waiver prorated, based on the ratio of the faculty member's contracted-for-time to full-time. In addition, a tuition waiver for a spouse shall be made available on a space available basis with no longer than one (1) year delay beyond the regular application process. Each dependent child/spouse of a faculty member shall be eligible for tuition waivers not to exceed two (2) years of full-time course work.

B. Retirement

The Trustees agree to continue to provide retirement benefits to faculty members pursuant to applicable statutes.

C. Health Insurance

1. The Trustees shall provide full single subscription health insurance coverage at no cost to the faculty member and shall additionally pick up fifty percent (50%) of the total cost of spouse and dependent health insurance premium as designated by the faculty member.

2. The Trustees will provide 1 million dollars aggregate Major Medical Insurance coverage to faculty members.

D. Life Insurance

The Trustees shall pay the full premium of employee's basic group life insurance.

E. Dental Insurance

The Trustees shall provide single subscription Dental Insurance Coverage for each faculty member. Dependent coverage will be available provided there is sufficient faculty member participation in the dental insurance program. Dependent coverage will be at the faculty member's expense and may be payroll deducted.

F. Course Reimbursement

The Trustees encourage faculty members to undertake courses of study for self-improvement which relate to their area of instructional responsibility.

1. Each faculty member shall, as long as funds are available, be eligible to receive up to five hundred dollars ($500.00) per year for actual costs of tuition, books and fees for courses taken or workshops and seminars which are related to the faculty member's area of responsibility.

2. Courses, workshops and seminars must be approved by the Director in writing prior to enrollment or attendance. At the conclusion of a course, workshop, or seminar, the faculty member will certify to the Director that such course(s), work-

shop(s), or seminar(s) have been successfully completed. Every effort will be made to promptly reimburse the faculty member after proof of successful completion and in no event later than thirty (30) days from submission of the certification, if possible.

G. Mileage

Use of a faculty member's personal vehicle for authorized business shall be voluntary. In the event of authorized travel, the faculty member shall be compensated at the existing rate established for State employees for use of personal vehicles.

ARTICLE 15. SALARY

A. Salary

1. Each faculty member under contract shall receive a written notice of his/her salary status for the ensuing year at least two (2) months prior to the termination of the current employment year. The faculty member shall indicate his/her acceptance, in writing, no less than two (2) weeks following such notice. In the event that negotiations have not been concluded for the salary period under consideration, the time limits in reference to salary notice shall be extended, or in the absence of budget approval at the time of salary notice, the salary notice shall stipulate that salaries shall be as authorized.

2. All contracts of one hundred sixty-seven (167) days or more shall be paid in twenty-six (26) biweekly installments.

3. Current salary deductions will continue.

4. Faculty members shall be paid salaries according to Appendix A or B which is attached hereto and incorporated herein.

5. Placement on Level on Salary Schedule - Faculty members covered by this Agreement shall be paid on Level I or Level II as appropriate given the criteria found in Appendix C, except that the Director may employ an individual who does not meet the criteria for Level I or may employ an individual at a salary greater than the base rate for Level I or Level II. In the event that an individual with similar qualifications is employed at a greater salary than a current employee in a comparable discipline on a campus, the current employee may appeal to the Campus Director for an adjustment in pay at least equal to the new employee. The Trustees shall inform the Maine Teachers Association, in writing, of all new hires, their placement level and step as soon as possible.

6. Horizontal Movement - Faculty members shall progress from step to step (horizontal movement) on the salary grid on the basis of satisfactory job performance in accordance with the provisions of Article 9, Evaluation, of this Agreement. Such progression shall occur as of the effective date of the faculty

member's individual annual contract.

A faculty member may appeal the denial of a step increase pursuant to the provisions of Article 3, Grievance procedure.

7. Vertical Movement from Level I to Level II or Level II to Level III will be granted as specified in Appendix C. Vertical movement will receive two increments (2 steps, one promotional and one for satisfactory performance).

8. An Equivalency Review Committee shall be established as necessary to hear appeals for vertical movement of faculty members on the salary grid. The Committee shall be comprised of one (1) panel member designated by the Maine Teachers Association, one (1) by the Trustees, and a third neutral person chosen by the other two, who shall serve as the chairperson of the review committee. Any costs of the neutral chairperson shall be shared equally by both parties. The Committee shall be charged with the responsibility of evaluating and making judgments of equivalency criteria for vertical movement on the salary grid in accordance with Appendix C, item 4. The Equivalency Review Committee shall meet as soon as practicable after receipt of notice of appeal by the Association and may hear multiple appeals, if agreed by both parties. The majority decision of the Committee shall be final and binding on the parties.

B. Stipends

1. A formula for calculating stipends for coaching, yearbook advisor and student senate advisor is attached to and incorporated into this Agreement as Appendix D. Faculty members' participation in such activities shall be voluntary except for those positions that have been established for this purpose.

2. Faculty members employed in the wood-harvesting program shall receive an additional five percent (5%) hardship stipend over their base contract salary.

C. Department Chairpersons

1. Appointment of department chairpersons shall be at the discretion of the Director and under terms consistent with the Agreement. The Director shall make this appointment after consultation with faculty department members.

2. The compensation for duties and responsibilities of the department chairperson will be based on the following criteria:

a. Number of students in the department;
b. Number of programs and/or courses in the department;
c. Number of faculty members in the department;
d. Size and complexity of facilities used by the department;
e. Years of experience as a chairperson;
f. Budget responsibilities;

g. Inventory control in the department;
h. Coordinating responsibility;
i. Unusual responsibilities and/or level of performance;
j. Supervision for adjunct (part-time) faculty who teach either credit or non-credit courses.

3. A point system will be used to determine the weight given each of the criterion as follows:

a. For each student enrolled as of the official fall enrollment in each Trade and Technical Department; 1
b. For each program in the Trade and Technical Area Department; 20
c. For total number of credits for different courses taught per semester by the Department in a related area Department; 3
d. For each full-time faculty member or the equivalent (for non-credit courses, forty-five (45) contact hours are equal to one (1) credit hour) in the department not including the chairperson; 20
e. For each 1,000 square feet of floorspace in the facilities add up to a factor of 2.0 for complex conditions, i.e., multiple building, specialized equipment, etc.; 5
f. For experience as a chairperson, per year limited to three (3) years; 10
g. For each $1,000 of budget funds in the "All Other" category; 1
h. For coordinating efforts between two or more agencies, cooperating hospitals or faculty or student work sites; up to 100
i. For each $10,000 of equipment inventory in the department; 1
j. For unusual responsibilities and/or meritorious performances; 300
k. The Director shall make a determination as to total points no later than October 1.

4. Payment will be made on the following point total:

a.	0 - 100	up to $ 380
b.	101 - 200	up to $ 760
c.	201 - 300	up to $1140
d.	301 - 400	up to $1520
e.	401 - 500	up to $1900
f.	501 - 600	up to $2280
g.	601 - 700	up to $2660
h.	Over 700	up to $3040

5. A department chairperson's annual stipend will increase by $900 in the event teaching assignments exceed twelve credit hours or eighteen contact hours.

D. Licences

The Trustees agree to reimburse faculty for the actual

cost of license renewals, where such licenses are required by job description by the school for teaching, up to a limit of $100.00 during the term of this Agreement per faculty member.

ARTICLE 16. POSTING

Vacancies within the Institutes shall be publicized by the Director in accordance with the following procedure:

1. During the employment year, a notice shall be posted in each school of openings within that school no less than two (2) weeks before the deadline for accepting application.

2. At times other than in (1) above, the notice shall be posted in the administrative office of the institute.

ARTICLE 17. SENIORITY

A. The Trustees and the Association recognize that job security shall increase in proportion to the length of continuous service, and full consideration shall be given continuous service in the event of a decrease of faculty with continuing contract status followed by a need for recall.

B. In recognition, however, of the responsibility of management for the efficient operation of the System, it is understood and agreed that in all cases of decrease in forces and recall, continuous service in the area of current teaching specialization shall be the controlling factor.

C. Continuous service as used in this Article shall be construed to refer to the length of continuous service with the employing Institute of a faculty member with continuing contract status except as modified by Article 19, Transfers. When two (2) or more faculty members have the same length of continuous service within the employing Institute, the one (1) with the greater total teaching experience within the entire System shall be deemed to have a greater length of service. If they have equal periods of employment as faculty members within the System, then total teaching experience shall be considered. The above consideration will be extended to displaced faculty members for a period not to exceed one (1) year.

D. Seniority lists shall be established by the Executive Director listing all faculty members covered by this Agreement by Institute and by area of current teaching specialization. In the event of a layoff, the least senior faculty member in such area of current teaching specialization in accordance with the procedures established herein shall be laid off. The Executive Director shall supply the Association with a copy of the seniority lists. Seniority lists will be prepared within sixty (60) days of execution of this Agreement and posted on faculty bulletin boards in each Institute. Faculty members will have fifteen (15) days from the date of posting of the seniority lists to challenge incorrect placement on the seniority list.

ARTICLE 18. REDUCTION IN FORCE AND RECALL

A. In the event of a reduction in force, faculty members with continuing contract status shall be given ninety (90) days notice prior to the effective date of layoff.

B. Faculty members whose positions may be eliminated due to foreseeable funding problems will be notified by letter no later than February 15 of each year. This letter does not constitute notice as described in this Article, and is intended solely for informational purposes. Failure to notify faculty members of funding problems by February 15 does not waive management's right to reduce the work force as described in this Article.

C. The Trustees agree to consult with the Association prior to a reduction in force.

D. Unused accumulated sick leave and credits toward sabbatical eligibility will be restored to him/her upon his/her return to active employment.

E1. In the event of a reduction in force, the least senior faculty member in the area of current teaching specialization to be reduced shall be laid off.

E2. A faculty member who is to be laid off may displace the least senior faculty member in any area of teaching specialization in which they have previously satisfactorily taught providing that he/she is currently qualified.

E3. The displaced faculty member may, in turn, displace a less senior faculty member under the same terms as in Section E2. Such displacement shall continue until all displacements are completed.

F1. For one (1) year following the effective date of layoff, a faculty member who has been laid off, who indicates a desire to be placed on a recall list, and who is not otherwise employed in a full-time VTI position, shall be offered reemployment in the same or similar position at the VTI at which previously employed should an opportunity for such reemployment arise. The faculty member shall receive the same salary which was received at the time of layoff, plus any nondiscretionary increases in salary or benefits received by the faculty.

F2. All persons on the recall list shall regularly be sent VTI position vacancy announcements in the unit. For this purpose, it shall be the unit member's responsibility to keep the System advised of the unit member's current address.

F3. Should a vacancy occur at another campus within the VTI System, unit members on the recall list shall be considered prior to the general public advertisement of the position.

F4. Any offer of appropriate reemployment pursuant to this

section will be accepted within thirty (30) days after the date of the offer. In the event any offer of reemployment is not accepted, the unit member shall receive no further consideration pursuant to this Article.

ARTICLE 19. TRANSFERS

Any faculty member voluntarily transferring to another position within the bargaining unit shall be considered as being in continuous service, except that any faculty member on a probationary contract shall have one (1) year added to his/her probationary period and any faculty member on continuing contract shall serve one (1) year of probation in the new position.

ARTICLE 20. CLASS SIZE AND TEACHING LOAD

Class size and teaching load will reflect recognition of the best interests of the students, the faculty member and the Institute to the degree resources are available. Every effort will be expended to reach this end. The aforementioned shall also apply to any faculty member fulfilling substitute teaching responsibilities in addition to his/her regular teaching load.

ARTICLE 21. MISCELLANEOUS

A. Embodiment of Agreement

Except as herein provided, neither party shall demand any modification to this Agreement nor shall either party be obligated to bargain collectively with the other with respect to any subject or matter specifically referred to or covered herein.

B. Maintenance of Benefits

With respect to negotiable benefits or terms and conditions affecting faculty members which are not covered by this Agreement, but which are presently provided pursuant to law, the Trustees agree to make no changes without appropriate prior consultation and negotiation with the Association.

C. No Strike or Lockout

1. Faculty members and the Association will not promote, sponsor, condone or engage in a work stoppage. Any or all faculty members who violate any provision of this section during the term of this Agreement may be disciplined or discharged.

2. The Trustees will not lockout faculty members for the duration of this Agreement.

D. No Discrimination

The parties agree to continue their established policy against all forms of illegal discrimination, including discrimination with regard to race, creed, color, national origin, sex, marital status, age, or physical disability, unless based upon a

bona fide occupational qualification.

E. Substitutes

Whenever any instructor is absent for illness, an effort will be made to secure a substitute teacher.

F. Severability

In the event that any article, section or portion of this Agreement is found to be invalid or unenforceable by final decision of a tribunal of competent jurisdiction, then such specific article, section or portion specified in such decision or which is in such conflict or having such effect, shall be of no force and effect. Upon the issuance of such decision, if either party requests, the parties shall negotiate a substitute for such specific article, section or portion thereof, provided that the remainder of this Agreement shall continue in full force and effect.

ARTICLE 22. PERSONNEL FILES

A. Any faculty member or a representative whom he/she has designated in writing, shall have the right, upon written request to the custodian of the personnel file, to review the contents of his/her personnel file, with the exception of pre-employment materials, during the normal office hours and in the normal work area, in the presence of the custodian or his/her designee. Also, the faculty member shall be allowed to make copies at his/her expense of any documents contained therein.

B. No person other than the faculty member, his/her designated representative, the Trustees, when acting as a collective body, or the faculty member's administrators or their clerical assistants shall be allowed access to the administration's personnel file on the faculty member unless specific authorization is granted by the faculty member. There shall be only one (1) official personnel file.

C. A faculty member shall have the opportunity to review material which is to be placed in his/her personnel file and to affix his/her signature to it with the express understanding that such signature in no way indicates agreement with the contents thereof. The faculty member shall also have the right to submit a written answer to such material. This answer shall be reviewed by the Director and attached to the file copy. No anonymous material shall be placed in the faculty member's personnel file.

D. A faculty member may submit material relating to his or her employment for inclusion in the file which shall thereafter be placed in the file and retained. Any such additional material which is not an answer to material in the file and which exceeds a single page will be placed in the file by reference only and the material will actually be retained by the faculty member.

ARTICLE 23. SAFETY REQUIREMENTS

A. The Trustees will take appropriate action to assure compliance with all applicable laws concerning the health and safety of faculty and students to provide and maintain safe working conditions.

B. The Association agrees to support any programs required to meet the health and safety needs of faculty and students.

C. Faculty recommendations for purchase of safety equipment and devices for the Institute are to be made to the System head and are subject to approval by the Director. Any safety equipment or devices purchased by the Institute are the property of the Trustees.

D. The faculty agree, as a condition of employment, to utilize the appropriate safety equipment and devices required in their areas of teaching specialization.

E. The Trustees shall provide each faculty member who is required by law to wear safety shoes while teaching, a reimbursement allowance of up to thirty-five dollars ($35.00) per year for safety shoes. The Trustees shall also reimburse each faculty member who is required by law to wear safety glasses while teaching, but who need prescription safety glasses, one-third of the cost of such glasses. Ownership of and responsibility for the normal life of such equipment remain with the faculty member.

ARTICLE 24. LABOR/MANAGEMENT COMMITTEES

A1. There shall be established a Labor/Management Committee to study and develop recommendations for issues of mutual concern such as workload, work hours, CED and department chairpersons.

A2. The Labor/Management Committee shall consist of one (1) faculty member from each campus, appointed by the Association and six (6) management members appointed by the Executive Director.

A3. The Committee shall meet at least once every two months. Committee members may participate in Committee meetings during working hours without loss of pay.

A4. The reports of the Committee shall be submitted to the negotiating parties.

B. The Labor/Management Committee will submit by May 1, 1989, a joint recommendation for a system work load definition. If a joint recommendation is not submitted by May 1, 1989, current campus work load standards shall remain in effect.

Individual campus Labor/Management Committees shall then define and publish workload standards by January 1, 1990. Campus faculty associations shall select their representatives to these committees.

ARTICLE 25. WORKERS' COMPENSATION

Where an employee, based on medical evidence provided by an employee's physician, has been unable to work for one (1) year, the employee may be terminated from his or her position. Such termination shall not be considered disciplinary in any way. If the employee later becomes capable of performing the job duties of the position from which he or she was terminated, the employee may return to that position if it is vacant.

ARTICLE 26. DURATION

This Agreement shall be effective as of July 1, 1989, except as may be otherwise specifically provided herein and shall continue in effect until June 30, 1991, at which time it shall expire.

In witness whereof, the parties hereto have caused this Agreement to be executed as indicated below.

For the Maine Vocational
Technical Institute System

Audni Miller-Beach

J. R. Lundquist

Barbara W. Woodlee

Richard H. Lee Jr.

For the Faculty Association
of the Vocational Technical
Institute System, MTA/NEA

Ronald E. Turner

Morris B. Michaud

Barbara E. Roach

Kevin F. Sweeney

Cheryl Lunde

APPENDIX A

SALARY SCHEDULE

VTI FACULTY UNIT

JULY 1, 1989

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
Level I	18,476	19,447	20,417	21,431	22,401	23,349	24,319	----	----	----	----
II	19,490	20,439	21,452	22,444	23,393	24,385	25,400	26,347	27,362	28,266	----
III	22,444	23,393	24,385	25,400	26,347	27,362	28,266	29,258	30,250	31,286	32,388

1) 167 Day Contract

APPENDIX B

SALARY SCHEDULE

VTI FACULTY UNIT

JULY 1, 1990

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
Level I	19,585	20,614	21,642	22,717	23,745	24,750	25,778	----	----	----	----
II	20,659	21,665	22,739	23,791	24,797	25,848	26,924	27,928	29,004	29,962	----
III	23,791	24,797	25,848	26,924	27,928	29,004	29,962	31,013	32,065	33,163	34,331

1) 167 Day Contract

APPENDIX C
SCHEDULE CRITERIA

EFFECTIVE JULY 1, 1989

A. Education and Experience Criteria for Levels:

LEVEL I	LEVEL II	LEVEL III
1. Ten (10) years' related trade experience	1a. Ten (10) years' related trade experience plus five (5) years' related teaching experience.	1a. Ten (10) years' related trade plus 30 graduate/undergraduate (or equivalent) credits, plus five (5) years' related teaching experience, plus four (4) years' teaching experience at level II.
	1b. Ten (10) years' related trade experience, plus three (3) years' teaching at Level I.	1b. Ten (10) years' related trade experience plus 30 graduate/undergraduate (or equivalent) credits plus seven (7) years' combined teaching experience at Level I and II.
2. Associate Degree (or equivalent) plus five (5) years' trade experience.	2a. Associate degree (or equivalent) plus five (5) years' related teaching experience plus five (5) years' related trade experience.	2a. Associate Degree (or equivalent) plus 30 graduate/undergraduate (or equivalent) credits. plus five (5) years' related trade experience plus five (5) years' related teaching experience, plus four (4) years' related teaching experience at Level II.
	2b. Associate Degree (or equivalent) plus five (5) years' related trade experience, plus three (3) years' teaching at Level I.	2b. Associate Degree (or equivalent) plus 30 graduate/undergraduate (or equivalent) credits, plus five (5) years related trade experience plus seven (7) years' combined teaching experience at Level I and Level II.

LEVEL I	LEVEL II	LEVEL III
3. Bachelor's Degree	3a. Bachelor's Degree plus five (5) years' related teaching experience.	3a. Bachelor's Degree plus 30 graduate/undergraduate (or equivalent) credits plus five (5) years' related teaching experience plus four (4) years' teaching at Level II.
	3b. Bachelor's Degree or Master's Degree plus three (3) years' teaching at Level I.	3b. Bachelor's Degree plus 30 graduate/undergraduate (or equivalent) credits plus four (4) years' of teaching at Level II.
	3c. Master's Degree plus three (3) years' related teaching experience.	3c. Master's Degree plus four (4) years' teaching at Level II.
	4. For movement from Level I to Level II a combination of trade experience, teaching experience, and educational accomplishment equivalent to any one of the criteria under Level II above. Use of this criteria will require an application for review and recommendation by the campus Director subject to approval of the Executive Director whose decision may be appealed to the Equivalency Review Committee.	4. Four (4) years' teaching experience at Level II plus a combination of trade experience, teaching experience, and educational accomplishment equivalent to any one of the criteria under Level III above. (Use of this criteria will require an application for review and recommendation by the Director subject to approval by the Executive Director whose decision may be appealed to the Equivalency Review Committee).

CEU Workshops, industrial seminars, and other related trade experiences leading to new skills shall be evaluated at (1) CEU for every ten (10) hours of time involved.

4.5 CEU credits are equal in value to one graduate/undergraduate credit for the purpose of movement between contract levels.

APPENDIX D
STIPEND COMPENSATION FORMULA

The following formula can be used to determine compensation for the above extra time activities. The factors contained in the formula consist of time, responsibility, and experience.

There are five factors in this category which represents the number of hours spent on an extra time activity.

Hours	Time Factors
40-100	1
101-160	2
161-250	3
251-340	4
341-400	5

RESPONSIBILITY (Factors 1-3)

A subjective judgment must be made as to the responsibilities of those who are devoting extra time for these activities.

1. Number of participants
2. Problems of student behavior
3. Care and supervision of school property
4. Degree to which activity involves public
5. Schedule making
6. Care of handling finances
7. Length of schedule
8. Location of activity
9. Problems of transportation
10. Instructional emphasis
11. Number of games and scrimmages

CONSIDERATION OF PRESSURES (Factor 2)

Assign a factor of 2 for pressure.

EXPERIENCE (Factors see Table Below)

When a professional staff member has had coaching experience in the extra time activity, such experience will be recognized.

Years of Experience:	1	2	3	4	5	6	7	8	9	10
Percentage:	8	11	14	16	18	20	22	24	26	28

COMPUTATION
Using the chart below

1. Add the factors you have assigned
   Time + Responsibility + 2 = Total
2. Multiply this total (a percentage) by Level I, Step A
3. This result is the minimum basic pay
4. Assign percentage factor for years of experience
5. Multiply this factor by minimum basic pay
6. This result is the added compensation for an athletic activity.

	FACTORS				FACTOR			
Activity	Time 1-5	Responsibility 1-3	Pressure 2	Total %	Level I Step A	Minimum Basic Pay	Experience %	Annual Pay
Ath. Dir.								
V. Basketball								
Cross Country								
Golf								
Soccer								
Wrestling								
Riflery								
Skiing								
Stud. Sen. Advisor								
Stu. Yrbk. Advisor								
Baseball								

APPENDIX E

GRIEVANCE FORM

Campus/Grievance Number/Year _____

TO: _____ _____
Director Date Filed

FROM: _____ _____
Steward Signature of Steward

_____
Signature of Grievant(s)

PROVISION OF AGREEMENT VIOLATED: _____

_____

DATE(S) OF OCCURRENCE GIVING RISE TO GRIEVANCE: _____

_____ DATE GRIEVANCE INITIATED WITH DIRECTOR:

_____

STATEMENT OF FACTS AND EVIDENCE SUPPORTING THE GRIEVANCE:
(ATTACH SUPPORTING DOCUMENTS IF APPROPRIATE.)

_____

_____

_____

_____

_____

_____

REDRESS SOUGHT: _____

_____

_____

I WILL BE REPRESENTED BY: _____

Date Received _____ By _____

Date of Meeting _____ Date Response Sent _____
To be Completed by Director

DISTRIBUTION: Original, Director; Copy, Steward; Copy, MTA UniServ Director.

APPENDIX G

DAY SCHEDULES BY CURRENT CAMPUS PRACTICE

The Daytime Schedules at each campus, within which teaching assignments will be completed, will be as follows:

	SCHOOL	SCHEDULE
1.	SMVTI	8:00 AM TO 5:00 PM
2.	CMVTI	8:00 AM TO 4:30 PM
3.	KVVTI	8:00 AM TO 4:30 PM
4.	NMVTI	8:00 AM TO 4:00 PM
5.	EMVTI	8:00 AM TO 5:00 PM
6.	WCVTI	8:00 AM TO 5:00 PM

*Nursing and allied health faculty may begin earlier or end later, but the total hours within which teaching assignments will be completed, will not exceed those of other faculty on the same campus.

ERIC Clearinghouse for Junior Colleges Oct. 19, 1990